

# Form e148W

OAAS-TNG-16-014  
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# Purpose of the e148W

- ▶ The e148W form is completed by Support Coordination Agencies (SCAs) to notify Medicaid, Data Management Contractor (DMC) and Regional Office of:
  - An admission to a waiver program;
  - A waiver participant's admission to a long term care facility, as well as, a discharge to home from a long term care facility;
  - A change in a waiver participant's Medicaid eligibility status;
  - A change in the waiver participant's personal, or demographic, information;
  - A discharge from the waiver program; or
  - Death of a waiver participant.

# Completion of e148W's

- ▶ The Form e148W is completed electronically through a online web application.
- ▶ Prior to submitting e148Ws, Support Coordinators (SCs) will:
  - Ensure all sections are complete.
  - Ensure agency names, facility names and dates provided in the e148W are correct and match information indicated within:
    - ◆ Critical Incident Reports (CIRs),
    - ◆ Waiver Online Incident Tracking System (W-OTIS),
    - ◆ Support Coordination Documentation (SCDs),
    - ◆ OAAS Care Plan, and/or
    - ◆ Case Management Information System (CMIS).

# Types of e148W's

► There are 4 types of e148s available for completion:

- Linkage e148W,
- Status Change e148W,
- Discharge e148W, and
- Updated demographics e148W.

# Linkage e148W: Admission to a Waiver Program

- ▶ An e148W to admit an individual to Waiver will be completed for every linkage received.
- ▶ When completing the e148W:
  - Be sure to indicate the correct waiver, as noted on the Support Coordination (SC) Choice and Release of Information Form, and
  - The e148W program linkage date will be the date stamped on the SC Choice and Release of Information Form.
- ▶ If the participant will be transitioning from one Waiver to another, choose Option B: “Received as a transition”.

# Status Change e148W: Transitioning to Home

- ▶ For **initial** Waiver participants, upon transition from the nursing facility to home, complete a status change e148W using Option F: “Resident discharged from facility and transitioned to community” with the date of transfer indicated on the form.

☐ F. Resident discharged from facility and transitioned to community

On Date

# Status Change e148W: Temporary Admission to a LTC Facility

- ▶ Complete a status change e148W when a **current** waiver participant is admitted to a long term care facility such as:
  - Nursing Facility,
  - Long Term Acute Care (LTAC) facility, or
  - Rehabilitation hospital.
- ▶ An e148W is not completed for acute care hospitalizations.

# Status Change e148W: Temporary Admission/Discharge

- ▶ If the participant was in an acute care setting before transferring to the LTC facility, the hospital admit date must be included on the form.

*If transferred from rehabilitation or hospital to temporary placement in LTC facility, indicate hospital admit date*

Admit Date

- ▶ Once the **current Waiver participant** returns home, an e148W indicating the date discharged to home will be submitted.

☐ **B.** Returned to waiver from temporary facility or rehabilitation placement

Effective Date



# Updated Demographics e148W: Change in Personal Information

- ▶ An e148W will be completed for all changes to personal information such as name, address and/or phone number.
  - The form should be completed and submitted when the SC receives the notice of the change.
  - Ensure CMIS and POC/SCD reflects the changes to personal information as identified on the e148W.
- ▶ After electronically submitting the e148W, the SC will email a copy of the form to RO.

# Updated Demographics e148W: Change in Personal Information

- ▶ Initial Waiver participants transitioning from the NF to home:
  - SC must update address and phone number information to reflect the participant's community based home or apartment address prior to completing the e148W indicating the date transitioned to home.
- ▶ Direct service providers can assist with ensuring Medicaid receives up to date demographic information by notifying the SC of changes as the change occurs.

# Discharge e148W: Medicaid Eligibility Status

- ▶ For an initial waiver case, if the individual does not meet Medicaid financial eligibility, the Medicaid office will issue a decision notice indicating the denial.
- ▶ The SC will complete the e148W, choosing “No longer meets Medicaid financial eligibility” as the reason for closure.
  - The process is the same for individual’s not willing to pay Patient Liability Income (PLI) and for waiver participant’s who no longer meet Medicaid eligibility at any time after waiver case opening.

# Discharge e148W: Discharge from a Waiver Program

- ▶ For discharges due to waiver ineligibility, the SC will choose “No longer meets Medicaid Waiver eligibility criteria.”
- ▶ When appeal rights are issued, the SC will need to communicate with RO to verify whether the participant did or did not appeal, prior to completing the Discharge e148W.
- ▶ For discharges that the appeal results in the DAL ruling in favor of the department, the RO will communicate with the SC to request the discharge e148W, with the date of closure.

# Discharge e148W: Discharge from a Waiver Program

- ▶ For discharges due to a interruption in continuity of services, choose the “Admission to an ICF/DD, nursing facility or hospital for more than 90 days (discharge on 91 day)” option.
  - Applies to waiver participants who are in a hospital, rehabilitation, or long-term care facility setting for more than 90 consecutive days.

# Discharge e148W: Discharge from a Waiver Program

- ▶ For Waiver discharges due to incarceration, unable to assure health and safety or failure to cooperate, contact RO for guidance before completing the e148W.
- ▶ For permanent discharges, RO will approve the closure e148W.
  - SC will close the case in CMIS *after* receiving notice the e148W was approved.

# Discharge e148W: Discharge due to Admission to a NF

- ▶ When a participant chooses to decline waiver services, and a declination form is completed as per policy, the SC will complete the “withdrawal/declined” sections of the e148W, not the “discharge” section of the form.
- When case closure is due to the participant admitting to a nursing facility with the intent of becoming a permanent resident of the facility, when appropriate, SC can discuss declining waiver services.

# Discharge e148W: Death of a Waiver Participant

- ▶ Ensure the date of death on the e148W corresponds with the date noted in the CIR.
- ▶ Complete CIR documentation in OTIS before closing the case in CMIS.



# e148: Dates and Follow Up Information

- ▶ As a Direct Service Provider (DSP), Adult Day Healthcare (ADHC) Provider, and Monitored In Home Caregiving (MIHC) Provider, be sure to provide **hospital admit dates, date of transfer to a long term care facility, date returned home, and/or date of death** to the SC.
  - This will assist the SC in completing the e148W, ensuring correct information is provided to Medicaid.
  - These dates should be included in the Critical Incident Report (CIR).

# References

Waiver Procedure Manual. Section F-Linkages. Reissued June 27, 2014.

Community Choices Waiver Manual. Section 7.3 Recipient Requirements. Issued January 31, 2014.

e148W Instructions. OAAS-ADM-13-016. Reissued August 11, 2015.

